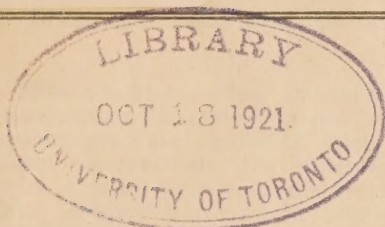


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COMMISSION OF
JADA



INFORMATION

RESPECTING

CIVIL SERVICE EXAMINATIONS



OTTAWA:

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Pamphlet A.

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CIVIL SERVICE

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CIVIL SERVICE EXAMINATIONS

This pamphlet refers particularly to examinations for general classes to which appointments are constantly being made. These examinations are generally held twice a year, usually in the spring and fall. Anyone interested in positions of a technical or special nature, is invited to write to the Commission for Pamphlet B.

CLASSES OF POSITIONS AND SALARIES ATTACHED

<i>Class</i>	<i>Salary</i>			
Messenger Clerk (Ottawa)	600 -	900	per annum	
Office Boy (Ottawa)....	300 -	540	"	"
Junior Clerk-Bookkeeper.	660 -	960	"	"
Junior Audit Clerk.....	600 -	900	"	"
Junior Account Clerk...	600 -	900	"	"
Junior Stenographer-Bookkeeper	660 -	960	"	"
Junior Clerk-Stenographer	600 -	900	"	"
Junior Clerk-Typist.....	600 -	900	"	"
Junior Clerk	600 -	900	"	"
Junior Statistical Clerk.	600 -	900	"	"
Junior Stores Clerk.....	600 -	900	"	"
Junior Supplies Clerk...	600 -	900	"	"
Junior File Clerk.....	600 -	900	"	"
Clerk-Bookkeeper	1,020 -	1,320	"	"
Audit Clerk	960 -	1,260	"	"
Account Clerk	960 -	1,260	"	"
Stenographer-Bookkeeper	1,020 -	1,320	"	"
Clerk-Stenographer	960 -	1,260	"	"
Clerk-Typist	960 -	1,260	"	"
File Clerk	960 -	1,260	"	"
Clerk	960 -	1,260	"	"
Statistical Clerk	960 -	1,260	"	"
Stores Clerk	960 -	1,260	"	"
Supplies Clerk	960 -	1,260	"	"
Customs Guard	960 -	1,260	"	"
Postal Clerk	840 -	1,500	"	"
Postal Porter	840 -	1,260	"	"
Transfer Agent	780 -	1,260	"	"
Letter Carrier	780 -	1,260*	"	"
Railway Mail Clerk.....	840 -	1,560*	"	"
Immigration Guard.....	660 -	960*	"	"
Immigration Inspector ..	1,200 -	1,560	"	"
Packer and Helper.....	780 -	1,020	"	"
Watchman	720 -	960	"	"

* Plus allowance for uniform, boots, etc.

SUBJECTS OF EXAMINATIONS

(For the scope of each subject see next section)

<i>Class</i>	<i>Subject</i>
Messenger Clerk (Ottawa)	{ Oral Examination. Local Geography. General Ability, I.
Office Boy (Ottawa)	
Junior Clerk-Bookkeeper	{ Arithmetic, I. Bookkeeping, I. General Ability, I.
Junior Audit Clerk....	
Junior Account Clerk.	
Junior Stenographer-Bookkeeper	{ Bookkeeping, I. Shorthand, I. Typewriting, I. General Ability, I.
Junior Clerk-Stenographer	{ Shorthand, I. Typewriting, I. General Ability, I.
Junior Clerk-Typist..	{ Typewriting, II. General Ability, I.
Junior Clerk	{ Arithmetic, I. General Ability, I.
Junior Statistical Clerk	
Junior Stores Clerk..	
Junior Supplies Clerk	
Junior File Clerk....	
Clerk-Bookkeeper	{ Education and Experience. Arithmetic, II. Bookkeeping, II. General Ability, II.
Audit Clerk	
Account Clerk	
Stenographer-Bookkeeper	{ Education and Experience. Arithmetic, II. Bookkeeping, II. Shorthand, I. Typewriting, I. General Ability, II.
Clerk-Stenographer ..	{ Education and Experience. Shorthand, II. Typewriting, II. General Ability, II.
Clerk-Typist	{ Education and Experience. Typewriting, III. General Ability, II.
File Clerk	{ Education and Experience. Filing. General Ability, II.

Clerk	{ Education and Experi- ence. Arithmetic, II. General Ability, II.
Statistical Clerk.....	
Stores Clerk	
Supplies Clerk	
Customs Guard	{ Physical Fitness. General Ability, I.
Postal Clerk	
Postal Porter	{ Arithmetic, I. General Ability, IIA. Physical Fitness. General Ability, IIB.
Transfer Agent	
Immigration Guard...	
Packer and Helper...	
Watchman	
Letter Carrier	{ Physical Fitness. General Ability, IIB.
Railway Mail Clerk...	
	{ Arithmetic, I. Geography. General Ability, IIC.
Immigration Inspector	
	{ Education and Experi- ence. Oral Examination. Physical Fitness. General Ability, I.

SCOPE OF EXAMINATION SUBJECTS

Arithmetic, I..... Addition, subtraction, multiplication and division, simple fractions, percentages, proportions, simple problems in commercial arithmetic.

Arithmetic, II..... A knowledge of Arithmetic, I, discount and interest, and more difficult problems will be given.

Bookkeeping, I..... Elementary Principles.
Definition of Bookkeeping terms.
Business forms including notes, cheques, drafts, bills of exchange, invoices, receipts, deposit slips, etc.
Cash Book.
Journalizing.
Posting.
Closing and balancing of accounts.
Trial Balance.
Operation of petty cash account.

Bookkeeping, II..... Bookkeeping Principles.
 Definition of Bookkeeping terms.
 Negotiable Instruments and other business forms.
 Cash Book.
 Petty cash account.
 Bill Books.
 Journal.
 General Ledger.
 Subsidiary Ledgers.
 Closing and balancing.
 Trial Balances before and after closing.
 Financial Statements.

Education and Experience These papers will test the candidate's education, training and fitness for the particular class of position for which he is applying, and will include practical questions relating to the duties of office.

Filing, I..... Moderate knowledge of Filing, Indexes and Equipment.

General Ability, I and II Tests designed to test mental accuracy and alertness, and general intelligence. The tests are so devised that they require no information on any subject (except possibly elementary arithmetical rules). The solution to the problems depends on the candidate's ability to think clearly. No further information *re* the nature of such tests can be given, and candidates need not make any special preparation for this examination.

General Ability, IIA, IIB, and IIC..... These papers will be a test of general intelligence and will also include a practical test of the candidate's fitness for the duties connected with the position.

Geography, (Railway Mail Clerk) Special reference to Canadian Railway trunk lines and routes and a practical knowledge of the districts through which these routes pass.

Local Geography, (Messenger-Clerk, Office Boy) A knowledge of the city and suburbs.

Physical Fitness Candidates are cautioned against applying for positions for which they are not physically fit. A rating by a medical officer will be required where this subject is mentioned in the list of examination subjects for any class.

Shorthand, I Rates—80 and 100 words per minute; subject matter to be business letters and memoranda.

Shorthand, II Rates—100 and 120 words per minute; subject matter to be business letters and memoranda.

Typewriting, I 30 words per minute.

Typewriting, II 40 words per minute including:

- (1) Correct copy to be typewritten.
- (2) Incorrect copy to be typewritten, and misspelled words to be corrected.

Typewriting, III 50 words per minute including:

- (1) Correct copy to be typewritten.
- (2) Incorrect copy to be typewritten, and misspelled words to be corrected.

NOTE.—Marks are deducted for misspelled words in all examination papers.

GENERAL INFORMATION

READ CAREFULLY

1. *Nationality and Residence.*—All candidates must be British subjects either by birth or naturalization, and must have resided in Canada for a period of at least three years. Persons who have been on active service overseas and who were domiciled in Canada at date of enlistment, are exempt from the regulations regarding three years' residence in Canada. This also applies to British Reservists who were in Canada when called to the colours.

2. *Age Limits.*—The age limits for these examinations are 18 to 35 years (Office Boys 14 to 18 years), except in the case of persons who have been on active service overseas, and in the case of permanent civil servants, who, when first appointed, were not over 35 years of age.

3. *Preference to Candidates with Overseas Active Service.*—Preference in appointment is given to candidates who have been on active service overseas and who are found to possess the minimum qualifications for the position. For clerical positions, candidates who have had overseas active service will be given at least a pass mark in Education and Experience. This preference is also given to widows of those who have died as a result of overseas active service.

4. *Residential Preference.*—Except in the case of positions at Ottawa, preference in appointment is given to residents of the districts where the vacancies occur.

5. *Teaching Experience.*—Teaching experience is not accepted in lieu of office experience.

6. *Examination Centres.*—Examinations will be conducted, when required, in the following centres: Prince Rupert, Victoria, Vancouver and Nelson, in the province of British Columbia; Edmonton, Calgary and Frank, in the province of Alberta; Sas-

katoon, Regina and Moosejaw, in the province of Saskatchewan; Brandon and Winnipeg, in the province of Manitoba; Port Arthur, Sault Ste. Marie, North Bay, Windsor, Sarnia, London, Woodstock, Brantford, Hamilton, Toronto, Peterborough, Kingston and Ottawa, in the province of Ontario; Montreal, Sorel, Sherbrooke, Three Rivers and Quebec, in the province of Quebec; Fredericton, Chatham, St. John and Moncton, in the province of New Brunswick; Charlottetown and Summerside, in the province of Prince Edward Island; Kentville, Yarmouth, Halifax and Sydney, in the province of Nova Scotia. Examinations may be held at points other than these centres, but only when the number of candidates and the distance from a regular centre would justify such action.

7. Admission Order and General Instructions.—An order for admission to examination is sent each candidate before the examination. It contains instructions as to the time and place at which candidates should present themselves for examination, and information *re* the general conduct of the examination. Candidates who do not receive this admission order in a reasonable time before the date of examination, should notify the Commission by wire.

8. Examinations in English and French.—Any examination may be written in either English or French at the option of the candidate, but all the subjects of the examination must be written in the one language which the candidate has selected.

9. Standing Required to Qualify.—In order to qualify in these examinations, candidates must secure 50 per cent in each subject, and an average of 60 per cent on all subjects.

10. Results of Examinations.—Papers are marked with all possible despatch and as soon as the results are completed, candidates will be notified. Prior to that time no inquiries addressed to the Commission will be answered and no letters explanatory

of errors presumed to have been made in an examination will receive any attention.

11. Appeals.—Within one month after the publication of the results of the examination, any candidate, who considers that his answer papers have not been correctly valued, may make application to the Commission to have his papers re-read. Such application must be accompanied by a fee of \$2. In cases where the appeal is sustained, the fee will be returned.

12. Temporary Employment.—The Civil Service Commission cannot create positions. Positions are filled from existing eligible lists, as the departments report vacancies. Candidates are offered permanent appointment as far as possible, and may be offered existing temporary vacancies when permanent positions are not available. Such temporary employment of course does not jeopardize the candidate's eligibility for permanency.

13. How to Make Application for Temporary Employment.—Write to the Civil Service Commission, Ottawa, requesting the application form for temporary employment. Applicants should furnish all the information required, as it is distinctly to their advantage to have their qualifications adequately rated. All application forms must be sworn to before some one legally authorized to administer oaths. Applicants for temporary employment should indicate where they would be willing to serve and should state clearly the kind of employment desired.

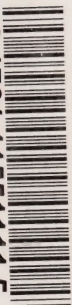
14. Candidates who do not meet the requirements of the regulations of the Civil Service examinations, are not excluded from a chance to obtain temporary employment, but are placed at the end of waiting lists and will only be appointed when the preferred class of applicants is exhausted. This applies to,—

- (1) Those who do not come within the age limits;

- (2) Women whose husbands are living, but who can prove to the satisfaction of the Commission that they are not in receipt of adequate support;
- (3) Those who have not resided in Canada for at least 3 years.

The following pamphlets may be obtained, on request, from the Civil Service Commission, Ottawa:—

- A.—General Civil Service Examinations.
- B.—Special Civil Service Examinations.
- C.—Promotions in the Civil Service.
- D.—Civil Service Procedure (for Departmental Officials only).



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